



United States Fish & Wildlife Service

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Memorandum

02/05/2004

From AD - Budg, Planning & Hum Res
Title Student Educational Employment Program
Guidelines
for Managers and Supervisors

This message is to announce the publication of the U.S. Fish and Wildlife Service's Student Educational Employment Program (SEEP) Guidelines. The SEEP Guidelines summarize the requirements for the recruitment, selection, development and placement of students in two programs - SCEP (Student Career Experience Program) and STEP (Student Temporary Employment Program).

The electronic version of the Guidelines can be found at:
http://dcr.fws.gov/Final_SEEP_Guide_2004.pdf. The Exhibits can be accessed by clicking on each Exhibit listed in the Table of Contents.

For additional information, managers and supervisors should consult with the office responsible for the SCEP and STEP within their particular Region (either the Division of Human Resources or the Division of Diversity and Civil Rights). Also, the Federal regulations for the Programs and the Service Manual Chapter Part 130 provide additional guidance and information. The Federal regulations can be found at <http://www.opm.gov/employ/students/2133202.htm> and the Service Manual Chapter can be found at <http://policy.fws.gov/130fw1.html>.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.